



Malton School

A Specialist Science School

Stronger For Being  One

Charging and Remissions Policy

Document Status		Staff Responsible	Committee
Date of approval	01/12/2014	Assistant Headteacher	Full Governors
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Rationale

- To support the principle of free, state education for all;
- The school is committed to ensuring fair access and treatment for all students;
- Enable all students to take full advantage of the activities provided by the school;
- To make reasonable charges, where appropriate, to support the work of the school.

Objectives

- To ensure that activities offered in school time are available to all students for whom the activities are appropriate, regardless of their parents' ability or willingness to meet the cost;
- To determine and identify those aspects of schooling for which charges may be levied;
- To understand under what circumstances charges will be waived for parents;
- To ensure that sufficient voluntary contributions are received to support any activity organized by the school either during or outside school hours;
- To ensure that the responsibilities for the charging policy are clearly and appropriately allocated;
- To ensure that the operation of the policy is reviewed every 3 years;
- To extend and enhance the activities promoted by the school.

Direct Charging

- **School meals.** These are provided by NYCC County Caterers and are charged at County Caterer rates which comply with government recommendations e.g. for Free School Meals.

- **Music Tuition.** Charges may be made for vocal or instrumental tuition provided either individually, or to groups of any size, only if the tuition is provided at the request of the student's parent. Charges will not exceed the cost of the provision, including the cost of the staff who provide the tuition. Fees will be charged at the start of each term and parents will be informed that they have to give at least a half-term's notice to terminate. Late payers will be chased and at the end of each term, students of late payers will be suspended from receiving tuition in the following term until any payments owing are received.
- **Residential trips.** All school trips are subsidised. Essential curriculum requirement trips are subsidised at the highest rate. Curriculum linked trips are subsidised at the next highest rate. Experience related trips are subsidised at the lowest rate. Residential trips will cover the cost of board and lodgings and other expenses but will not aim to make a profit.
- **Materials, books, instruments or equipment:**
 - Where there is a need for a text book, the school will provide the core text on a loan basis. Additional texts may be purchased by parents along with revision guides and other supportive material offered by the school from time to time.
 - The school can make a charge to cover the costs of materials for subjects such as Art and Technology (Design and/or Food) where parents have indicated in advance that they would like their child to bring home the finished product.
 - Essential equipment such as pens, rulers and calculators can be purchased through the school at reduced costs.
 - Musical instruments for use in class are loaned by the Music Department or parents can purchase their own if they wish.
 - Planners are given to all students at the start of the year. If damaged or lost it has to be replaced at a cost of £5.
 - An Ipad Scheme operates for the whole school. Payments are made towards the cost and it is owned by the parent at the end of the 28 months.
 - Lockers: £6 per year. Lost keys can be replaced at a charge of £6. All keys are returned to school at the end of the year. Students should comply with the rules for the use of lockers as stated in the planner.
- **After school hours activities.** There will be no charge for homework club and other curriculum related clubs but a charge for additional materials being used may be made. If an external provider runs an activity, this may be charged for.
- **Transport.** A charge will be made for out of catchment students using the school bus services (providing there is no statutory obligation for NYCC to provide transport).
- **Exams.** No charges will be made for entering students for public examinations for which the student has been prepared at the school but the Headteacher shall have the discretion to make a charge for examination entry where:
 - The student was not prepared for the exam within the school, or
 - The school has, for educational reasons, determined that the student should not be entered for the examination, but the student's parent or carer has requested such an entry, notwithstanding notification of such reasons;
 - The Headteacher also has the discretion to request reimbursement of examination entry fees from a student's parents or carers for any examination where the students

- has failed to attend or sit the examination without sufficiently good reason / supporting evidence;
 - Parents or carers who request a remark or return of scripts where the school does not think this is necessary will be charged at the examination rates;
 - A charge for re-sits may be made.
- **Uniform.** Some items of uniform are sold by the school. The school aims only to cover its costs in providing this service. Second hand items may be available.
- **Sports Kit.** The school has a compulsory PE kit which must be purchased by parents or carers. Additional items of clothing and sports equipment may be purchased.
- **Memorabilia.** From time to time items of memorabilia are sold by the school, e.g. leavers' hoodies. Again the school does not aim to make a profit on these items.
- **Breakages.** Where breakage or damage is the result of a student's misbehavior, carelessness or deliberate misuse, the school has the right to ask a student's parent or carers to pay for the cost of replacement books, equipment, property or other articles. Under certain circumstances charges will be made for accidental damage.
- **Personal Development Activities.** Some PDA choices may involve a charge to parents. This will be explained up front, along with the costs involved, before the student and parent chooses that activity (for example, the Duke of Edinburgh Award scheme). There will always be sufficient choices that do not incur a cost.

Voluntary Contribution

The school may request voluntary contributions, in accordance with guidance to schools, from parents or carers for certain activities for which a direct charge is not permitted. Any such request should make it clear that contributions are voluntary and students of parents who do not contribute will not be treated differently. However, if the contributions received are insufficient, the activity may be cancelled. Voluntary contributions may be requested to cover:

- The costs directly incurred by the school in connection with the activity,
- The costs incurred by the school in administering arrangements for the activity and facilitating the activity taking place,
- The costs incurred in connection with the activity by teachers or other responsible adults who supervise the activity.

No Charging

- There are no charges associated with admission of students onto the school roll.
- In the case of GCSE or A level Music instrumental or singing lessons – there is no charge for singing lessons or for the use of the first instrument, if a student wishes to take up a second or more instruments, then those are charged for.
- No charges will be made for entering students for public examinations for which the student has been prepared at the school. Exemptions apply as set out earlier.
- School meals for students on Free School Meals.